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REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

Shirley F. Ebbesen Division of  
Director Wage Determinations

Wage Determination No.: 2005-2513  
Revision No.: 7  
Date Of Revision: 05/26/2009

State: Texas

Area: Texas Counties of Erath, Hood, Jack, Johnson, Montague, Palo Pinto,  
Parker, Somervell, Tarrant, Wise

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I	(see 1)	14.36
01012 - Accounting Clerk II		16.13
01013 - Accounting Clerk III		18.03
01020 - Administrative Assistant		23.50
01040 - Court Reporter		17.25
01051 - Data Entry Operator I		12.21
01052 - Data Entry Operator II		13.32
01060 - Dispatcher, Motor Vehicle		19.27
01070 - Document Preparation Clerk		13.03
01090 - Duplicating Machine Operator		13.03
01111 - General Clerk I		11.32
01112 - General Clerk II		12.54
01113 - General Clerk III		14.07
01120 - Housing Referral Assistant		20.66
01141 - Messenger Courier		9.73
01191 - Order Clerk I		12.69
01192 - Order Clerk II		14.68
01261 - Personnel Assistant (Employment) I		15.24
01262 - Personnel Assistant (Employment) II		17.05
01263 - Personnel Assistant (Employment) III		19.53
01270 - Production Control Clerk		21.30
01280 - Receptionist		13.36
01290 - Rental Clerk		15.05
01300 - Scheduler, Maintenance		16.57
01311 - Secretary I		16.57
01312 - Secretary II		18.53
01313 - Secretary III		20.66
01320 - Service Order Dispatcher		17.11
01410 - Supply Technician		23.50
01420 - Survey Worker		17.25
01531 - Travel Clerk I		12.55
01532 - Travel Clerk II		13.48
01533 - Travel Clerk III		14.47
01611 - Word Processor I		12.80
01612 - Word Processor II		15.05
01613 - Word Processor III		17.25
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		22.31
05010 - Automotive Electrician		21.40

05040 - Automotive Glass Installer	21.40
05070 - Automotive Worker	21.93
05110 - Mobile Equipment Servicer	16.07
05130 - Motor Equipment Metal Mechanic	22.98
05160 - Motor Equipment Metal Worker	21.40
05190 - Motor Vehicle Mechanic	22.99
05220 - Motor Vehicle Mechanic Helper	17.15
05250 - Motor Vehicle Upholstery Worker	20.43
05280 - Motor Vehicle Wrecker	20.43
05310 - Painter, Automotive	19.45
05340 - Radiator Repair Specialist	20.43
05370 - Tire Repairer	11.39
05400 - Transmission Repair Specialist	22.98
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.14
07041 - Cook I	9.05
07042 - Cook II	10.24
07070 - Dishwasher	8.55
07130 - Food Service Worker	8.98
07210 - Meat Cutter	13.63
07260 - Waiter/Waitress	8.43
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.72
09040 - Furniture Handler	11.79
09080 - Furniture Refinisher	14.72
09090 - Furniture Refinisher Helper	11.79
09110 - Furniture Repairer, Minor	12.94
09130 - Upholsterer	14.06
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.83
11060 - Elevator Operator	9.70
11090 - Gardener	11.88
11122 - Housekeeping Aide	8.75
11150 - Janitor	9.70
11210 - Laborer, Grounds Maintenance	10.39
11240 - Maid or Houseman	8.04
11260 - Pruner	11.58
11270 - Tractor Operator	11.70
11330 - Trail Maintenance Worker	10.39
11360 - Window Cleaner	11.02
12000 - Health Occupations	
12010 - Ambulance Driver	16.96
12011 - Breath Alcohol Technician	19.08
12012 - Certified Occupational Therapist Assistant	26.02
12015 - Certified Physical Therapist Assistant	24.23
12020 - Dental Assistant	19.08
12025 - Dental Hygienist	36.14
12030 - EKG Technician	28.89
12035 - Electroneurodiagnostic Technologist	28.89
12040 - Emergency Medical Technician	16.96
12071 - Licensed Practical Nurse I	17.06
12072 - Licensed Practical Nurse II	19.08
12073 - Licensed Practical Nurse III	21.27
12100 - Medical Assistant	14.89
12130 - Medical Laboratory Technician	19.22
12160 - Medical Record Clerk	15.45
12190 - Medical Record Technician	15.40
12195 - Medical Transcriptionist	15.45
12210 - Nuclear Medicine Technologist	33.52
12221 - Nursing Assistant I	9.70

12222 - Nursing Assistant II	11.45
12223 - Nursing Assistant III	12.01
12224 - Nursing Assistant IV	13.52
12235 - Optical Dispenser	15.11
12236 - Optical Technician	12.53
12250 - Pharmacy Technician	13.99
12280 - Phlebotomist	13.60
12305 - Radiologic Technologist	23.47
12311 - Registered Nurse I	25.82
12312 - Registered Nurse II	31.58
12313 - Registered Nurse II, Specialist	31.58
12314 - Registered Nurse III	38.19
12315 - Registered Nurse III, Anesthetist	38.19
12316 - Registered Nurse IV	45.78
12317 - Scheduler (Drug and Alcohol Testing)	24.20
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.54
13012 - Exhibits Specialist II	23.51
13013 - Exhibits Specialist III	26.22
13041 - Illustrator I	23.12
13042 - Illustrator II	28.60
13043 - Illustrator III	34.97
13047 - Librarian	31.56
13050 - Library Aide/Clerk	13.88
13054 - Library Information Technology Systems Administrator	25.92
13058 - Library Technician	13.21
13061 - Media Specialist I	16.95
13062 - Media Specialist II	19.46
13063 - Media Specialist III	21.70
13071 - Photographer I	14.04
13072 - Photographer II	16.40
13073 - Photographer III	20.30
13074 - Photographer IV	23.21
13075 - Photographer V	27.06
13110 - Video Teleconference Technician	17.91
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.84
14042 - Computer Operator II	17.72
14043 - Computer Operator III	21.23
14044 - Computer Operator IV	24.67
14045 - Computer Operator V	27.31
14071 - Computer Programmer I	(see 2) 25.07
14072 - Computer Programmer II	(see 2)
14073 - Computer Programmer III	(see 2)
14074 - Computer Programmer IV	(see 2)
14101 - Computer Systems Analyst I	(see 2)
14102 - Computer Systems Analyst II	(see 2)
14103 - Computer Systems Analyst III	(see 2)
14150 - Peripheral Equipment Operator	15.84
14160 - Personal Computer Support Technician	24.67
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	30.38
15020 - Aircrew Training Devices Instructor (Rated)	38.67
15030 - Air Crew Training Devices Instructor (Pilot)	42.72
15050 - Computer Based Training Specialist / Instructor	29.32
15060 - Educational Technologist	28.93
15070 - Flight Instructor (Pilot)	42.72
15080 - Graphic Artist	21.95
15090 - Technical Instructor	22.61

15095 - Technical Instructor/Course Developer	25.71
15110 - Test Proctor	18.16
15120 - Tutor	18.16
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.96
16030 - Counter Attendant	8.96
16040 - Dry Cleaner	11.40
16070 - Finisher, Flatwork, Machine	8.96
16090 - Presser, Hand	8.96
16110 - Presser, Machine, Drycleaning	8.96
16130 - Presser, Machine, Shirts	8.96
16160 - Presser, Machine, Wearing Apparel, Laundry	8.96
16190 - Sewing Machine Operator	12.02
16220 - Tailor	12.82
16250 - Washer, Machine	9.79
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	17.04
19040 - Tool And Die Maker	22.64
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.02
21030 - Material Coordinator	19.45
21040 - Material Expediter	19.45
21050 - Material Handling Laborer	12.80
21071 - Order Filler	12.98
21080 - Production Line Worker (Food Processing)	15.02
21110 - Shipping Packer	12.98
21130 - Shipping/Receiving Clerk	12.98
21140 - Store Worker I	10.36
21150 - Stock Clerk	15.01
21210 - Tools And Parts Attendant	15.02
21410 - Warehouse Specialist	15.02
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	27.95
23021 - Aircraft Mechanic I	26.69
23022 - Aircraft Mechanic II	27.95
23023 - Aircraft Mechanic III	29.26
23040 - Aircraft Mechanic Helper	18.10
23050 - Aircraft, Painter	19.62
23060 - Aircraft Servicer	20.54
23080 - Aircraft Worker	21.59
23110 - Appliance Mechanic	17.18
23120 - Bicycle Repairer	11.39
23125 - Cable Splicer	21.60
23130 - Carpenter, Maintenance	15.68
23140 - Carpet Layer	15.02
23160 - Electrician, Maintenance	20.94
23181 - Electronics Technician Maintenance I	24.22
23182 - Electronics Technician Maintenance II	26.16
23183 - Electronics Technician Maintenance III	27.58
23260 - Fabric Worker	15.63
23290 - Fire Alarm System Mechanic	17.31
23310 - Fire Extinguisher Repairer	14.90
23311 - Fuel Distribution System Mechanic	18.10
23312 - Fuel Distribution System Operator	15.47
23370 - General Maintenance Worker	16.09
23380 - Ground Support Equipment Mechanic	26.69
23381 - Ground Support Equipment Servicer	20.54
23382 - Ground Support Equipment Worker	21.59
23391 - Gunsmith I	14.90
23392 - Gunsmith II	17.12

23393 - Gunsmith III	19.00
23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.91
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	19.75
23430 - Heavy Equipment Mechanic	18.47
23440 - Heavy Equipment Operator	15.81
23460 - Instrument Mechanic	21.16
23465 - Laboratory/Shelter Mechanic	18.01
23470 - Laborer	11.51
23510 - Locksmith	18.99
23530 - Machinery Maintenance Mechanic	19.81
23550 - Machinist, Maintenance	15.81
23580 - Maintenance Trades Helper	11.79
23591 - Metrology Technician I	21.16
23592 - Metrology Technician II	22.15
23593 - Metrology Technician III	23.19
23640 - Millwright	22.28
23710 - Office Appliance Repairer	17.15
23760 - Painter, Maintenance	14.72
23790 - Pipefitter, Maintenance	21.65
23810 - Plumber, Maintenance	20.61
23820 - Pneudraulic Systems Mechanic	19.00
23850 - Rigger	20.03
23870 - Scale Mechanic	17.12
23890 - Sheet-Metal Worker, Maintenance	16.62
23910 - Small Engine Mechanic	14.68
23931 - Telecommunications Mechanic I	21.20
23932 - Telecommunications Mechanic II	22.14
23950 - Telephone Lineman	20.91
23960 - Welder, Combination, Maintenance	15.81
23965 - Well Driller	17.39
23970 - Woodcraft Worker	18.35
23980 - Woodworker	14.06
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.73
24580 - Child Care Center Clerk	13.39
24610 - Chore Aide	7.86
24620 - Family Readiness And Support Services Coordinator	11.33
24630 - Homemaker	17.73
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.92
25040 - Sewage Plant Operator	17.25
25070 - Stationary Engineer	22.92
25190 - Ventilation Equipment Tender	13.65
25210 - Water Treatment Plant Operator	17.25
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.68
27007 - Baggage Inspector	12.79
27008 - Corrections Officer	19.21
27010 - Court Security Officer	21.62
27030 - Detection Dog Handler	16.68
27040 - Detention Officer	19.21
27070 - Firefighter	20.79
27101 - Guard I	12.79
27102 - Guard II	16.68
27131 - Police Officer I	26.25
27132 - Police Officer II	29.16
28000 - Recreation Occupations	

28041 - Carnival Equipment Operator	11.17
28042 - Carnival Equipment Repairer	11.86
28043 - Carnival Equipment Worker	8.64
28210 - Gate Attendant/Gate Tender	12.56
28310 - Lifeguard	11.19
28350 - Park Attendant (Aide)	14.94
28510 - Recreation Aide/Health Facility Attendant	11.06
28515 - Recreation Specialist	14.87
28630 - Sports Official	11.90
28690 - Swimming Pool Operator	18.88
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	17.12
29020 - Hatch Tender	17.12
29030 - Line Handler	17.12
29041 - Stevedore I	14.54
29042 - Stevedore II	16.64
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 3)	35.63
30011 - Air Traffic Control Specialist, Station (HFO) (see 1)	24.57
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 1)	27.05
30021 - Archeological Technician I	17.20
30022 - Archeological Technician II	19.87
30023 - Archeological Technician III	24.64
30030 - Cartographic Technician	24.64
30040 - Civil Engineering Technician	24.64
30061 - Drafter/CAD Operator I	17.77
30062 - Drafter/CAD Operator II	19.87
30063 - Drafter/CAD Operator III	22.18
30064 - Drafter/CAD Operator IV	27.28
30081 - Engineering Technician I	15.96
30082 - Engineering Technician II	17.91
30083 - Engineering Technician III	20.03
30084 - Engineering Technician IV	24.82
30085 - Engineering Technician V	30.36
30086 - Engineering Technician VI	36.74
30090 - Environmental Technician	23.18
30210 - Laboratory Technician	21.60
30240 - Mathematical Technician	24.64
30361 - Paralegal/Legal Assistant I	17.84
30362 - Paralegal/Legal Assistant II	22.10
30363 - Paralegal/Legal Assistant III	27.03
30364 - Paralegal/Legal Assistant IV	32.70
30390 - Photo-Optics Technician	24.64
30461 - Technical Writer I	22.50
30462 - Technical Writer II	27.52
30463 - Technical Writer III	32.25
30491 - Unexploded Ordnance (UXO) Technician I	22.64
30492 - Unexploded Ordnance (UXO) Technician II	27.39
30493 - Unexploded Ordnance (UXO) Technician III	32.83
30494 - Unexploded (UXO) Safety Escort	22.64
30495 - Unexploded (UXO) Sweep Personnel	22.64
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 1) 22.18
30621 - Weather Observer, Senior	(see 1) 24.09
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.18
31030 - Bus Driver	14.88
31043 - Driver Courier	14.39
31260 - Parking and Lot Attendant	8.85
31290 - Shuttle Bus Driver	15.74

31310 - Taxi Driver	9.76
31361 - Truckdriver, Light	15.74
31362 - Truckdriver, Medium	20.50
31363 - Truckdriver, Heavy	20.52
31364 - Truckdriver, Tractor-Trailer	20.35
99000 - Miscellaneous Occupations	
99030 - Cashier	9.26
99050 - Desk Clerk	9.75
99095 - Embalmer	18.23
99251 - Laboratory Animal Caretaker I	10.05
99252 - Laboratory Animal Caretaker II	11.00
99310 - Mortician	23.40
99410 - Pest Controller	15.81
99510 - Photofinishing Worker	11.45
99710 - Recycling Laborer	15.88
99711 - Recycling Specialist	18.87
99730 - Refuse Collector	14.05
99810 - Sales Clerk	13.65
99820 - School Crossing Guard	9.09
99830 - Survey Party Chief	22.13
99831 - Surveying Aide	12.83
99832 - Surveying Technician	16.12
99840 - Vending Machine Attendant	12.81
99841 - Vending Machine Repairer	15.51
99842 - Vending Machine Repairer Helper	12.77

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.35 per hour or \$134.00 per week or \$580.66 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

2) Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

3) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

**HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***



If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

#### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the

authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.